

APRIL/MAY 2024

**23USEN14 — ENGLISH AND  
COMMUNICATION (SEC)**

Time : Three hours

Maximum : 75 marks



**SECTION A — (10 × 2 = 20 marks)**

**Answer ALL questions.**

1. What comes under parts of speech?
2. What is tense?
3. What is a Greeting in English?
4. What is verbal and non-verbal?
5. Why do the people write a message?
6. Why is agenda an important?
7. Define informal letter.
8. What is report writing?
9. What is an interview?
10. How do you make a resume?

**SECTION B — (5 × 5 = 25 marks)**

Answer the questions.

11. (a) How do you change passive voice to active?

Or

(b) What are the basic principles of Capitalization?

12. (a) Discuss formal greetings.

Or

(b) What are the differences between verbal and non-verbal?

13. (a) Discuss the format of message writing.

Or

(b) Define minutes.

14. (a) Define formal letter.

Or

(b) Define Email.

15. (a) Define Resume.

Or

(b) How do you prepare before a presentation?

**SECTION C — (3 × 10 = 30 marks)**

Answer any THREE questions.

16. What are the Punctuation Marks in English? Explain.

17. What are the differences between formal and informal?

18. Elaborate an agenda and minutes with differences.

19. Illustrate the difference between formal and informal letter.

20. Can you describe a recent successful experience in making a speech presentation?

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